



DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 Washington Street, East,
P. O. Box 50121
Charleston, WV 25305-0121

MODEL YEAR VEHICLE ORDER REQUEST

AGENCY INFORMATION

(FMO Use) ☐

Agency: _____

Coordinator: _____

Date: _____

Coordinator Email: _____

Telephone # : _____

VEHICLE MISSION

(FMO Use) ☐

(☒) **Increase to Fleet** (STOP! Use DOA-FM-009 Permanent Fleet Increase Request.)
Replacement (Vehicle must be 2009 or older and displaying 100,000 miles when decommissioned.)

NEW VEHICLE INFORMATION

Billing Code: _____

Funding: State (☒) 2014 Model
Federal
Other _____

Class: _____ Color: _____

Make / Model: _____

Fuel Type: (☒) Gasoline
Diesel
Hybrid
Other

Desired Vehicle Options: No need to include Standard Options
(Number options as specified on the statewide contract)

USED VEHICLE INFORMATION

(FMO Use) ☒

Billing Code: _____

Funding: State (☒) 2010 Model
Federal 2009 Model
Other _____

Class: _____ Color: No preference allowed

Make / Model: _____

Mileage: (☒) 20,000 - 24,000
24,001 - 30,000
30,001 - 36,000

Desired Vehicle Options:
(Number options as specified on the statewide contract)

VEHICLE BEING DECOMMISSIONED

(FMO Use) ☐

Class: _____ Year: _____

Make/Model: _____ Mileage: _____

License #: _____ VIN/SN #: _____

State (garage location): _____

Site/Campus/Office: _____

Building Name: _____

Room Number: _____

Fund: _____

Dept Activity (vehicle user): _____

Decommissioning Method: (☒)

Surplus Auction Lease Return
Trade Bid Transfer

Deferred: (☒) 120-Day 180-Day 270-Day

Justification: (Use this space to justify deferred decommissioning) _____

(THIS SECTION IS TO BE COMPLETED BY THE FLEET MANAGEMENT OFFICE)

(FMO Use) ☐

Purchase Order (FMO purchased vehicles):

Approval: Disapproval:

Form: DOA-FM-005 Revised (02 July 2013)

ENABLING STATUTE: WV Code §5A-3-48 through 5A-3-53

REGULATORY AUTHORIZATION: Code of State Rules 148 CSR 3

Date Released to Agency: _____